

## Review of Standards Summary

**Process:** Review of Standards began in Summer 2017 with a widely distributed survey that was also available on the ABFSE website. All programs received the Review of Standards survey and were asked to distribute to students. Association members distributed the invitation to participate in the survey to their membership and a random sample of recent graduates received an invitation to participate.

A summary of the survey responses is posted on the ABFSE website and was reviewed by the COA and Executive Committee in October 2017. Following the survey, COA sub-committees prepared recommendations for updates to the standards.

To fulfill the need for a comprehensive evaluation of the standards and the recommendations presented, COA and the COA liaison Committee were invited to participate in a 2-day Review of Standard workshop in February, 2018. The results of these combined efforts were presented for review at the April 2018 Annual Conference.

**Time Line:** A call for comments on the newly proposed standards will go out in July 2018 with responses due by September 4, 2018. Results will be tabulated and reviewed by COA in October 2018 and presented for final approval by ABFSE in April 2019.

**Proposal:** The proposed changes to the ABFSE standards can be separated into 2 categories. – housekeeping and content changes.

Housekeeping changes include:

Eliminate the existing Preamble and replace it with new Introduction.

Consolidate the existing 15 standards to 13 standards. This requires:

- re-numbering,
- grouping the three standards applicable to single purpose, non-regionally accredited institutions together *and*
- moving the content of the existing Standard 13 (Record of Student Complaints) into the Administrative Practice and Ethical Standards standard.

Content changes are designated using ***bold italics*** to demonstrate new additions.

The review process illuminated instances where similar content appeared in more than one standard. Wherever possible, such duplication was eliminated. For example, financial references are consolidated into the Finance standard and curriculum and clinical references were removed from Standard 1 and moved into the curriculum or facilities standards.

Highlights of the changes follow.

Content Changes. (uses references to existing standards)

**Standards 1 and 2** are combined and re-named as ***STRUCTURE, ORGANIZATION, and ADMINISTRATION***.

- Advisory Board and minutes are mandatory for all programs.
- Finance questions were removed from Standard 1.
- Curriculum references were removed from Standard 1 to the Curriculum standard and clinical references were moved to Curriculum or Facilities, as appropriate.

**Standard 3** Aims & Objectives is revamped/eliminated and replaced with Learning Objectives which are more conducive to evaluation and assessment.

Administrative Practices and Ethical Standards (originally **Standard 4**) now contains the specific accreditation statement language for single purpose institutions. Result: two accreditation statements appear in this standard.

Content of the original Standard 13 – Record of Student Complaints is now part of Administrative Practices and Ethical Standards.

Finance (**Standard 5**). This standard was re-vamped to improve focus on programmatic budget and guidelines for ‘gatekeeper’ institutions.

Curriculum (**Standard 6**) changes are primarily housekeeping.

- Programs are required to maintain a current Form B-6 ‘Curriculum Distribution by Content Area’.
- Inspection of clinical/funeral home sites was changed. Inspections are now required every 3 years (v. every 2 years).

Faculty (**Standard 7**) changes are primarily clarification of existing language.

Facilities (**Standard 8**) includes updated language regarding affiliation agreements.

Library/Learning Resources (**Standard 9**). Added was the expectation that:

- students will receive orientation to use the available library/learning resources *and*
- plans exist to ensure that technology resources are current and functioning.

Students (**Standard 10**)

- Added is the expectation that students will receive necessary orientation prior to the start of coursework.
- Also includes basic guidelines for credit by experience, if applicable.
- Records and reports references are moved to the Administrative Practices ... standard.

Program Planning and Evaluation/Assessment (**Standard 11**). In addition to language clarification, recommended changes include:

- use of the 3-year average to evaluate graduation and job placement rates.
- Probation and Show Cause sanctions will be implemented when two of the three metrics evaluated in the standard (NBE pass rate, graduation, job placement) are <60%.
- in addition to overall NBE pass rates, graduation rates, and job placement rates there is a new requirement for distance learning (programs identified as offering 50% or more of coursework via distance learning) to segregate and disclose the above data.

Default rates (**Standard 12**)

- Confusing language, taken out of context from other sources, is removed.
- The use of default rates and Title IV program eligibility in accreditation decisions is clarified.

Record of Student Complaints (**Standard 13**) is eliminated by incorporating the content into the revised Administrative Practices standard.

Program length.... (**Standard 14**) This content of this standard is necessary to ensure compliance with US Department of Education expectations for 'gatekeeper' schools. One clarifying sentence is added.

Program length in credit hours (**Standard 15**) This content of this standard is necessary to ensure compliance with US Department of Education expectations for 'gatekeeper' schools. One clarifying sentence is added.